



Participating in a Zoom Meeting (Version 5.0)

This tip sheet will discuss the participant options while attending a Zoom meeting. Please note that iPad users will typically see the Zoom Meeting toolbar at the top of their screen and those joining from a computer will see it at the bottom of the screen. If you do not see the Zoom Meeting tool bar then tap your screen and it will appear.

Once you are in the meeting as a participant, you have the following controls:

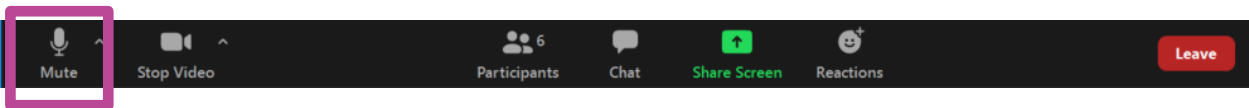
Gallery View / Active Speaker View

To be able to view all participants video in the meeting click on Gallery View . If you are already in Gallery View you will see the words Speaker View . This toggle feature is located in the upper right corner or if you are on an iPad it will be located upper left corner.

If Active Speaker View is selected then you will see your own picture in the bottom right. The active speaker video box will be highlighted with a green edge.

Mute/Un-mute

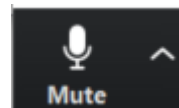
To mute your audio or un-mute your audio you will use the microphone icon button.



Microphone **Muted**

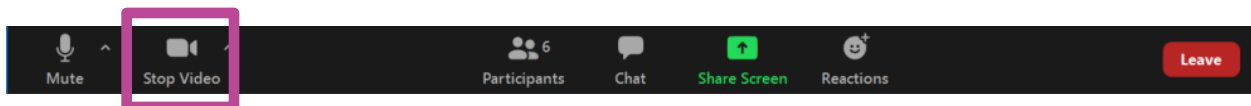


Microphone **On**



Video On/ Video Off

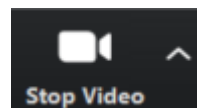
To show or hide your video you click the camera icon. The button will change wording based on your camera being on or off.



Video **Off**

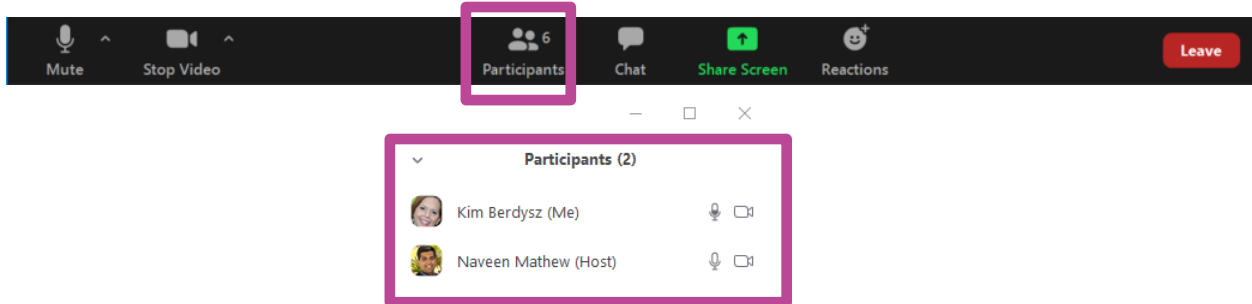


Video **On**



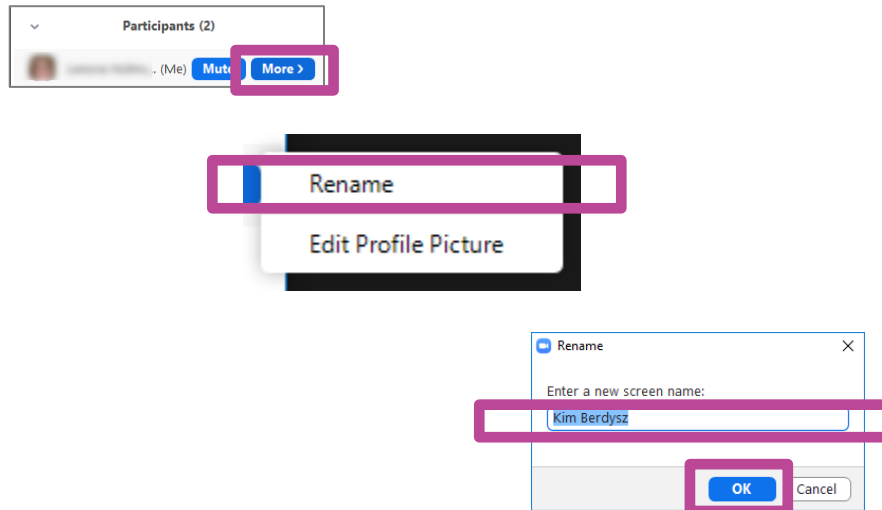
List of Participants in the Call

To be able to view the list of all participants in the meeting click on Participants. This will be located on the Zoom Meeting bar that maybe located at the bottom of your screen or at the top if you are on an iPad. Click Participants and the list of participants will be displayed.



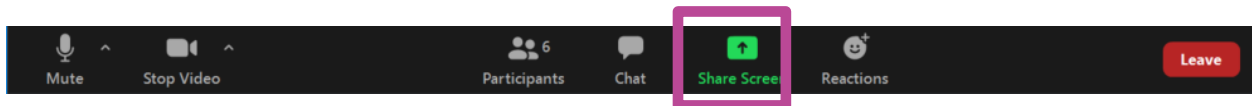
Rename Your Entry

If you need to rename how you are listed in the meeting you can do that by finding your name in the participants list and clicking (*More >*). Select Rename. Type your full name. Click Ok.

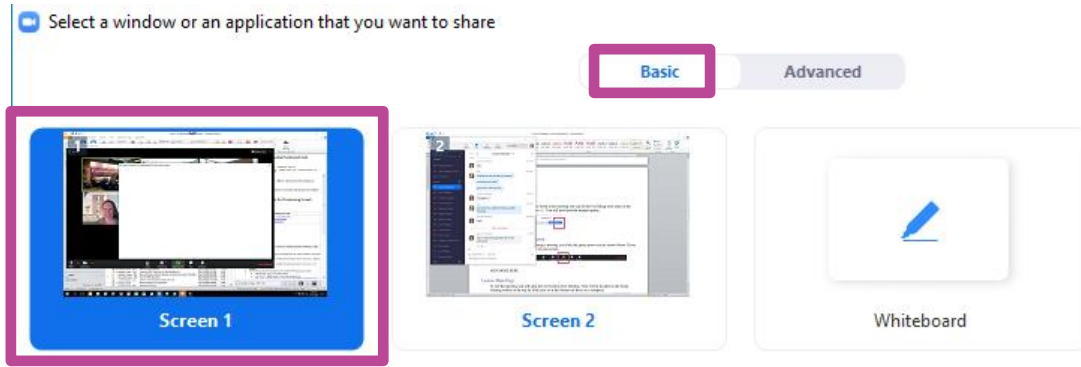


Share Screen/ Share Content

To be able to share your screen during a meeting click the green arrow Share Screen icon as shown below. If you are on an iPad it will be at the top of your screen and will be called Share Content.

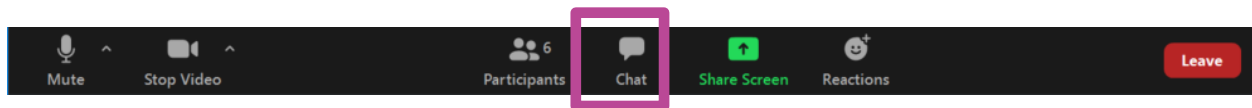


You will default to the Basic tab and you can now select what you want to share. You may have several items to choose from. If you have multiple monitors you will see more than one screen listed. Click on Screen or Screen 1.

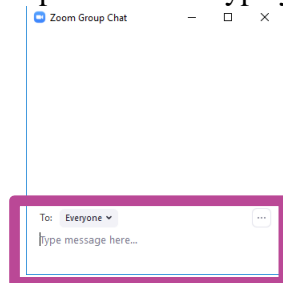


Chat

To be able to send a message to all participants or a specific participant during the meeting click Chat.

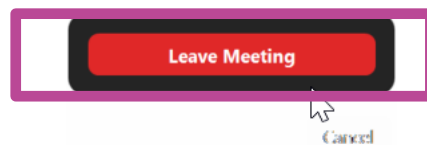
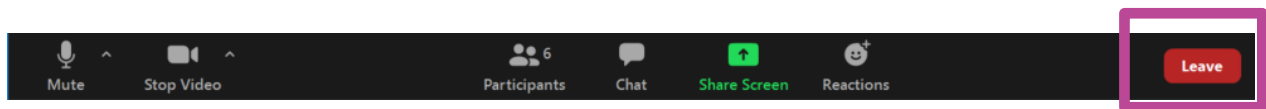


The Chat window will open. Select who you want to send the message to by choosing Everyone or a specific name from the To: drop down list. Type your message and hit Enter.



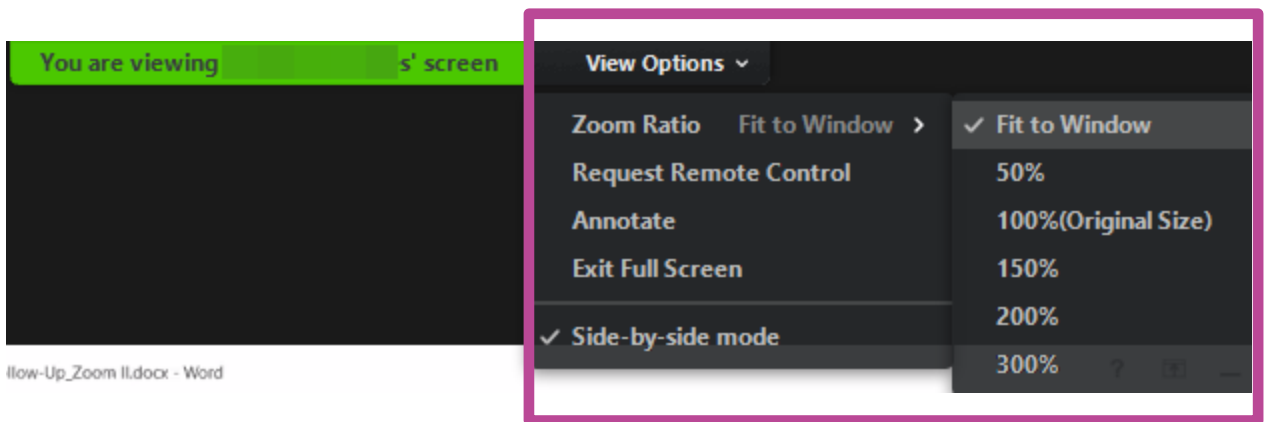
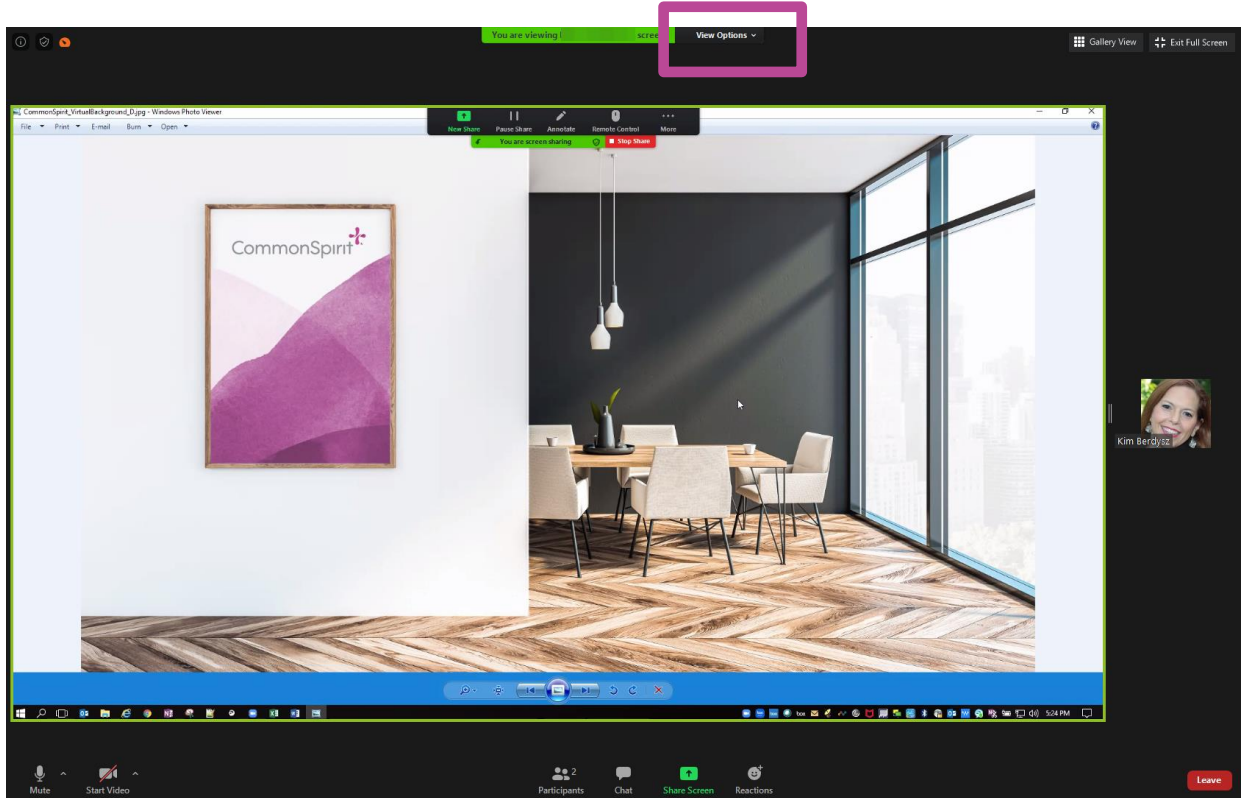
Leave Meeting

To exit the meeting you will click the red Leave icon and click on Leave Meeting. This will be located on the Zoom Meeting toolbar at the top for iPad users or at the bottom for those on a computer.





Viewing Options

This controls the size of the visual on your computer or iPad. There is also the ability to request remote control – so you can control the presenter’s screen or annotate (make notes on the presenter’s screen).



Full Screen View

To quickly display the Zoom meeting in Full Screen View you can click on the Enter Full Screen icon  which may be at the top right corner. When you are in Full Screen View you may not see the participant list or chat window. To exit full screen click the Exit Full Screen .